



How to Introduce a Speaker

1. The most important thing for introducing a speaker is to prepare something in advance so that you impart the proper tone of enthusiasm and respect. You will also be more relaxed if you have planned what you are going to say.
2. Always be **sure** you know the exact wording of the speaker's full current title. Do not rely on websites for this; ask their assistant or ask the speaker beforehand how their title is styled. They may have been recently promoted or have added a new key aspect of their position, such as directing a center. Sometimes they hold a named chair or professorship, such as "Boone Pickens Distinguished Chair for Early Prevention of Cancer," which you should state.
3. Any initials after the name (MD, PhD, MPH, etc.) are known as 'credentials'. It is good to at least know what these are so that you know the background 'profile' of the speaker. You don't have to read out the credentials when introducing, but you could say "Dr. Smith received her MD at Baylor College of Medicine and completed a Master's in Public Health at the University of Texas," for example.
4. Accurately describe his/her area of research interest, whether or not he/she has clinical duties, and maybe a personal fact or two. Introducers often indicate how they are acquainted with the speaker, if they are acquainted, or mention what the speaker's remarkable characteristics are, to explain what prompted the introduction to this particular speaking venue.
5. Usually if there's a very significant honor or groundbreaking discovery, those are mentioned; otherwise, you make a selection of a couple of high points of their career.
6. A formal public introduction, such as for Grand Rounds, is usually about 10-15 sentences long and is often requested from the speaker or their assistant well in advance of the event. **A more informal introduction for more intimate groups—like Career Conversations or Trainee Lunches—can be roughly 5 sentences,** depending on the eminence of the speaker or special relevance of their topic to that group.
7. Close by making a warm personal statement about the honor of their appearance, or how great it is to have your old friend or your wonderful mentor, etc. come to speak to the group.

Sample introduction:

Dr. Mariana Chavez MacGregor is an associate professor in both the Department of Health Services in the Division of Cancer Prevention and Population Sciences and the Department of Breast Medical Oncology in the Division of Cancer Medicine. Her interests include outcomes research and the development of novel clinical trials in invasive breast cancer. She is also a practicing breast medical oncologist here at MD Anderson. She received her MD at Universidad Nacional Autónoma de México and also completed a Master of Science in Clinical Epidemiology at Netherlands Institute of Health and Sciences. She has taken part in over 200 research publications and has been awarded numerous honors and awards including Top 1% nationally in CAHPS measures related to patient experience and satisfaction and the ASCO Cancer Foundation Merit Award, twice! I met Dr. Chavez MacGregor in a research meeting a few weeks ago, and I immediately noticed her profound intelligence and genuine love for cancer research in regards to treatment AND prevention. It is truly an honor to have her in our midst today to speak to us about her career. So without further ado, ladies and gentleman, please join me in welcoming Dr. Chavez MacGregor.